

**PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION**

NOTICE
12.3.1

January 10, 2013

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: FEDERAL AND CAL/OSHA OCCUPATIONAL INJURY AND ILLNESS
STATISTICS FOR CALENDAR YEAR 2012

Each year the Federal Government requires the Department to submit completed Cal/OSHA Forms 300/300A, Log and Annual Summary of Occupational Injuries and Illnesses, listing all recordable occupational injuries or illnesses sustained by employees during the calendar year. The information provided to the Federal Government is obtained from the Cal/OSHA Forms 300/300A provided by each organizational entity to Medical Liaison Section (MLS), Personnel Division.

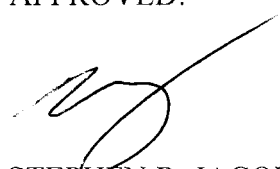
To facilitate the completion of the Department's summary, all organizational entities must complete Cal/OSHA Forms 300/300A and submit a copy of each form to MLS no later than January 31, 2013. In order to comply with Cal/OSHA reporting laws, and to avoid State-imposed penalties, all Cal/OSHA forms can be accessed by logging on to the website, <http://www.dir.ca.gov/dosh/etools/recordkeeping/CaStandard/CalStandard.htm>.

Federal regulations also require a copy of the Cal/OSHA Form 300A to be posted at the concerned work location from February 1, 2013 until April 30, 2013. The report may be typed or printed in ink. Please ensure the Area or division is noted in the upper-right corner on the Establishment Name line.

If you have any questions regarding this matter, please contact Senior Personnel Analyst Cece Harper-Paris, Officer in Charge, Medical Liaison Section, Personnel Division, at (213) 486-4600.

APPROVED:


FRANCOIS L. GARDEBE JR., Police Administrator
Commanding Officer
Personnel Division


STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

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